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GOVERNMENT DOCUMENTS

## Hamilton-Wentworth Regional Police

### MUNICIPAL FREEDOM OF INFORMATION and PROTECTION OF INDIVIDUAL PRIVACY

### DIRECTORY OF GENERAL RECORDS and PERSONAL INFORMATION BANKS

1995








# **Hamilton-Wentworth Regional Police**

## **MUNICIPAL FREEDOM OF INFORMATION and PROTECTION OF INDIVIDUAL PRIVACY**

## **DIRECTORY OF GENERAL RECORDS and PERSONAL INFORMATION BANKS**

**1995**



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Sections 25 and 35 of the Municipal Freedom of Information and Protection of Individual Privacy Act, 1989, require a head of an institution to prepare and make available descriptions of the institution's records and personal information banks. These descriptions are intended for use by the public to determine the information generally maintained by each institution.

The description of records and personal information banks must include:

- a description of the organization and responsibilities of the institution;
- a listing of the general types or classes of records in the custody of control of the institution;
- an index describing all the personal information banks in the custody or control of the institution including:
  - the name and location of the personal information bank;
  - the legal authority for its establishment;
  - a description of the types of personal information maintained in the bank;
  - how the information is used on a regular basis;
  - to whom the personal information is disclosed on a regular basis;
  - the categories of individuals about whom personal information is maintained; and
  - the policies and practices applicable to the retention and disposal of the personal information;
- the name, address and telephone number of the head; and
- the address to which a request for access to records should be made.

In response, the Hamilton-Wentworth Regional Police has prepared this **Directory of General Records and Personal Information Banks** to be made available in public places such as libraries, city/town halls, etc.





# **Hamilton-Wentworth Regional Police**

## **MUNICIPAL FREEDOM OF INFORMATION and PROTECTION OF INDIVIDUAL PRIVACY**

## **DIRECTORY OF GENERAL RECORDS and PERSONAL INFORMATION BANKS**

**1995**





## **HAMILTON-WENTWORTH REGIONAL POLICE SERVICES BOARD**

### **HEAD**

Chairman  
Hamilton-Wentworth Regional Police Services Board  
City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4  
Telephone: (905) 546-4587

### **ORGANIZATION**

The Hamilton-Wentworth Regional Police Services Board is responsible for the government of the Hamilton-Wentworth Regional Police. The Board is comprised of five persons who are appointed; two by the council of the Regional Municipality of Hamilton-Wentworth and three by the provincial government. The Board elects one of its members as chairman. The Board offices are located at City Hall, 71 Main Street West, Hamilton, Ontario, L8N 3T4.

The Hamilton-Wentworth Regional Police is responsible for the policing and maintenance of law and order in the Regional Municipality of Hamilton-Wentworth. The primary means of meeting this responsibility is the provision of emergency response services on a 24-hour basis. The Service is comprised of three branches - the Office of the Chief of Police, Operations Bureau and Administration Bureau. Administrative Headquarters for the Service is located at 155 King William Street, Hamilton, Ontario, L8N 4C1.

The Office of the Chief of Police is responsible for general administration and establishing direction of the Service to achieve the department's goals, maintain peace and good order, prevent crime and enforce criminal and regulatory laws in the Regional Municipality of Hamilton-Wentworth. The activities include both reactive and proactive initiatives. The Office of the Chief includes the Executive Officer, Professional Standards, Media Relations, Planning & Research and Audit.

The Operations Bureau is commanded by a Deputy Chief. The Bureau includes the three Patrol Divisions, the Operations Services Division and the Investigative Services Division. The Operations Services Division is commanded by a Superintendent who oversees the Operational Planning, Labour Relations, Regional Inspectors' Office, the Traffic division and Community Relations. Each division is commanded by a Superintendent. The Investigative Services Division is commanded by a Superintendent who oversees the Investigations and Investigative Support as well as the Joint Forces Unit, Crime Analyst and Witness Relocation. The Operations Bureau is responsible for providing an adequate patrol service for the prevention and investigation of offences, incidents, motor vehicle collisions and the control of pedestrian and vehicular traffic.





The Operations Bureau also maintains divisional branches at the following addresses:

Station 10 (Central) located at 155 King William Street, Hamilton.

Station 20 (East End) located at 2825 King Street East, Hamilton.

Station 30 (Mountain) located at 488 Upper Wellington Street, Hamilton.

Station 31 (Ancaster/Dundas/Flamborough) located at 8 Hatt Street, Dundas.

Marine Unit located at the foot of Guise and Hughson Streets, Hamilton.

Ancaster Substation located at 334 Wilson Street East, Ancaster.

Beasley Community Centre located at Mary and Elgin Streets, Hamilton.

Binbrook Substation located at 2600 Highway #56, Binbrook.

Glanbrook Substation located at 3302 Homestead Drive, Mount Hope.

Landsdale Community Policing Centre located at 405 Barton St. E., Hamilton.

Lloyd D. Jackson Square Community Policing Centre located at 2 King Street West, Hamilton.

Mount Hope Airport Substation located at 9300 Airport Road, Mount Hope.

Waterdown Substation located at 245 Dundas Street East, Flamborough.

Westdale Library Substation located at 955 King Street West (Westdale Library), Hamilton.

The Administration Bureau is commanded by a Deputy Chief and consists of Administrative Services and Support Services. The Administrative Services is commanded by a Superintendent who oversees the Finance Services, Buildings, Transport, Supply Services and Human Resources. The Support Services is commanded by a Superintendent who oversees the Information Services and Court Services.

## **HAMILTON-WENTWORTH REGIONAL POLICE SERVICES BOARD**

### **GENERAL CLASSES OR TYPES OF RECORDS**

Contain information relating to commission meetings.

- agendas and minutes of meetings;
- annual reports;
- by-laws of the commission;
- consultant reports;
- general correspondence;
- legal advice; and
- tenders, contracts and agreements





## **HAMILTON-WENTWORTH REGIONAL POLICE**

### **GENERAL CLASSES OR TYPES OF RECORDS**

- access request records;
- administrative records including statistics, agendas and minutes of meetings, administrative procedures, records management, data systems development and management, property and fleet management;
- correspondence and statistics relating to police pursuits;
- crime prevention and neighbourhood watch methods;
- emergency and disaster plans;
- enforcement statistics relating to federal and provincial statutes and municipal by-law enforcement;
- equipment studies and requirements;
- financial records;
- general correspondence, news releases, audio-visual and film packages, annual reports and promotional and educational publications;
- health and safety inspection reports;
- legal procedures and records including enforcement of Federal & Provincial statutes and regulations;
- personnel management records including personnel allocation, organization charts, job classifications and descriptions, pension, benefits and insurance;
- Police Week programs;
- public awareness programs;
- public relations programs;
- planning records, audit and efficiency reports, consultant reports, policies, directives and guidelines;
- research and opinions, correspondence, tenders, contracts and agreements;
- statutes and municipal by-laws;
- traffic records;
- training programs.

### **MANUALS**

Issued to staff to provide support for the administration, training and operation of the Hamilton-Wentworth Regional Police.

Hamilton-Wentworth Regional Police Orders





## **PERSONAL INFORMATION BANKS**

Contain information relating to individuals involved in Hamilton-Wentworth Regional Police programs including employees and prospective employees, individuals subject to regulatory activity by the HWRP and individuals subject to or associated with law enforcement investigations.

### **INDEX**

AUXILIARY POLICE

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WANDERING PATIENT REGISTRY





## AUXILIARY POLICE

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Traffic Division;  |
| <b>Legal Authority:</b>        | Police Services Act, R.S.O. 1990, s. 52;   |
| <b>Information Maintained:</b> | Name, home address, date of birth, sex, education, employment history, character references, other information relating to engagement, service or severance, activity reports, appraisals, training records, security information; |
| <b>Uses:</b>                   | Evaluate eligibility for continued service;  |
| <b>Users:</b>                  | HWRP Senior Management, Auxiliary Police Senior Management, Field Liaison Officer;   |
| <b>Individuals in Bank:</b>    | Individuals serving as HWRP auxiliary police;  |
| <b>Retention and Disposal:</b> | While service active + 1 year inactive storage upon termination of services, then destroyed;   |
| <b>Retrievability:</b>         | Surname;   |
| <b>Access Controls:</b>        | Locked cabinets;   |
| <b>Official Responsible:</b>   | Superintendent, Operations Services; Auxiliary Inspector<br><br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-4710  |



## **BICYCLE IDENTIFICATION RECORD**

|                                  |   |
|----------------------------------|---|
| <b>Location:</b>                 | Records Branch;   |
| <b>Legal Authority:</b>          | Police Services Act, R.S.O. 1990, s. 42;  |
| <b>Information Maintained:</b>   | Name, address, telephone number, S.I.N. of bicycle owner, description of bicycle;   |
| <b>Uses:</b>                     | Used to identify owner of lost or stolen bicycles;  |
| <b>Users:</b>                    | Records Branch clerical staff, HWRP sworn members;  |
| <b>Individuals in Bank:</b>      | Registered bicycle owners;  |
| <b>Retention &amp; Disposal:</b> | Permanent;  |
| <b>Retrievability:</b>           | SIN;  |
| <b>Access Controls:</b>          | Cabinets with restricted access;  |
| <b>Official Responsible:</b>     | Records Supervisor<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-4767 |





## **BUSINESS & KEYHOLDER INFORMATION**

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Records Branch;   |
| <b>Legal Authority:</b>        | Police Services Act, R.S.O. 1990, s.42;   |
| <b>Information Maintained:</b> | Names, address, telephone number and related information;   |
| <b>Uses:</b>                   | Contact person(s) in emergencies, insecure premises for private businesses, public buildings;   |
| <b>Individuals in Bank:</b>    | Owners, employees and persons involved with premises who police can contact in the event of emergencies relating to that premise;     |
| <b>Retention and Disposal:</b> | While current;  |
| <b>Retrievability:</b>         | Premise name, address;  |
| <b>Access Controls:</b>        | Computer password;  |
| <b>Official Responsible:</b>   | Records Supervisor<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-4767 |





## CONSENT TO DISCLOSURE OF PERSONAL INFO/WAIVER RECORD

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Records Branch;   |
| <b>Legal Authority:</b>        | Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1989, s.32 (b);  |
| <b>Information Maintained:</b> | Name, address, date of birth, sex, driver's licence number (if applicable), telephone number, the organization information released to; |
| <b>Uses:</b>                   | Record of the written authorization to police to disclose personal information where an individual has consented to the disclosure;     |
| <b>Users:</b>                  | Records Branch clerical and supervisory staff;  |
| <b>Individuals in Bank:</b>    | Individuals authorizing personal information to be released on their behalf;  |
| <b>Retention and Disposal:</b> | Current + 1 year;   |
| <b>Retrievability:</b>         | Surname;  |
| <b>Access Controls:</b>        | Cabinets with restricted access;  |
| <b>Official Responsible:</b>   | Records Supervisor<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-4767   |



## **CRIMINAL INTELLIGENCE FILES**

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Intelligence Branch;  |
| <b>Legal Authority:</b>        | Police Services Act, R.S.O. 1990;   |
| <b>Information Maintained:</b> | Information on persons and organizations involved in criminal intelligence investigations relating to such things as organized crime, terrorism, corruption or other criminal activities; |
| <b>Uses:</b>                   | Investigate offences under the laws of Ontario and Canada; detection, and prevention of crime and the administration of justice generally;  |
| <b>Users:</b>                  | HWRP members, law enforcement agencies, courts, other agencies involved in the administration of justice;   |
| <b>Individuals in Banks:</b>   | Individuals who are the subject of criminal intelligence investigations;  |
| <b>Retention and Disposal:</b> | One to twenty-five years, then destroyed;   |
| <b>Retrievability:</b>         | Name, file number;  |
| <b>Access Controls:</b>        | Cabinets with restricted access, locked room;   |
| <b>Official Responsible:</b>   | S/Sergeant, Intelligence<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-3845   |





## **EMPLOYEE PERSONNEL AND BENEFIT RECORDS**

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Human Resources/Office of the Chief of Police (Finance Services), also assigned Branch/Division;   |
| <b>Legal Authority:</b>        | Police Services Act, R.S.O. 1990, s.43;  |
| <b>Information Maintained:</b> | Name, address, badge number, date of birth, telephone, sex, marital status and dependent information, citizenship, social insurance number, education, work history, health and medical records, civilian job competition tests and results, performance appraisals and probationary reviews, grievances, benefit options, salary, payroll and benefit transactions, beneficiaries, next-of-kin, garnishments, fingerprints and photograph, disciplinary action; |
| <b>Uses:</b>                   | Document employee work and training history and benefits information; administer payroll and benefits package;   |
| <b>Users:</b>                  | Staff of Chief of Police, senior HWRP staff, Human Resources staff, Regional payroll personnel;  |
| <b>Individuals in Bank:</b>    | Current and former employees, part-time employees and students who are or have been assigned through an educational program to work temporarily at the Service;  |
| <b>Retention and Disposal:</b> | Minimum of one year after termination of services, selective purge based on internal policy;   |
| <b>Retrievability:</b>         | Surname;   |
| <b>Access Controls:</b>        | Cabinets with restricted access;   |
| <b>Official Responsible:</b>   | Human Resources Supervisor<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-3866  |





## **EMPLOYEE WARRANT/IDENTIFICATION CARD RECORDS**

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Identification Branch;  |
| <b>Legal Authority:</b>        | Police Services Act, R.S.O. 1990, s.43;   |
| <b>Information Maintained:</b> | Employee #, badge #, I.D. card #, name, address, warrant #, telephone, sex, DOB, department, position, height, weight, range, hair colour, eye colour, build, facial hair and eye defects;                            |
| <b>Uses:</b>                   | Production of warrant and identification cards;   |
| <b>Users:</b>                  | Identification Branch personnel;  |
| <b>Individuals in Banks:</b>   | Current and former employees, part-time employees and students who are or have been assigned through an education program to work temporarily with the Police Service;  |
| <b>Retention and Disposal:</b> | Minimum of one year after termination of services, selective purge based on internal policy;  |
| <b>Retrievability:</b>         | Employee # and surname;   |
| <b>Access Controls:</b>        | Account/User security established by internal policy;   |
| <b>Official Responsible:</b>   | Human Resources Supervisor<br>Identification Supervisor<br>System Administrators<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-3866<br>(905) 546-4762 |



## **EMPLOYMENT APPLICATION RECORDS**

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Human Resources;  |
| <b>Legal Authority:</b>        | Police Services Act, R.S.O. 1990, s.43;   |
| <b>Information Maintained:</b> | Name, address, date of birth, application for inquiry cards, letters of application, resumes, applicant evaluations, education test answer sheets, essays, candidate assessments, psychological test score sheets and standard correspondence, previous employment and education history; |
| <b>Uses:</b>                   | To identify potential candidates for employment by the Service;   |
| <b>Users:</b>                  | Human Resources staff, HWRP Senior management, Hamilton Wentworth Regional Police Services Board;   |
| <b>Individuals in Banks:</b>   | Applicants for positions with the HWRP Service;   |
| <b>Retention and Disposal:</b> | Upon employment, file transferred to Employee Personnel and Benefit file. If unsuccessful, file transferred to inactive storage for 13 months, then destroyed;  |
| <b>Retrievability:</b>         | Name;   |
| <b>Access Controls:</b>        | Cabinets with restricted access;  |
| <b>Official Responsible:</b>   | Human Resources Supervisor<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-3866   |





## **EQUIPMENT AND FIREARMS RECORDS**

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Supply Services Branch;   |
| <b>Legal Authority:</b>        | Police Services Act, R.S.O. 1990, s.42;   |
| <b>Information Maintained:</b> | Name, badge number, uniforms and equipment issued, service revolver registrations;  |
| <b>Uses:</b>                   | Maintain official record of uniforms, equipment and firearms issued to Service members;   |
| <b>Users:</b>                  | Supply Services personnel and Management Services senior officers;  |
| <b>Individuals in Bank:</b>    | Current and former members;   |
| <b>Retention and Disposal:</b> | One year after termination of services, then destroyed. Badge number not to be reissued for 10 year dormant period;                         |
| <b>Access Controls:</b>        | Cabinets with restricted access;  |
| <b>Official Responsible:</b>   | Manager, Supply Services<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-4736 |



## **FALSE ALARM INFORMATION**

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Communications Branch;   |
| <b>Legal Authority:</b>        | Police Services Act, R.S.O. 1990, s.42;  |
| <b>Information Maintained:</b> | False alarm notice forms, names, addresses, phone numbers business names;  |
| <b>Uses:</b>                   | Used to notify a premise that they have had a false alarm;   |
| <b>Users:</b>                  | Alarm Coordinator;   |
| <b>Individuals in Banks:</b>   | Owners, employees and persons involved with premises who police can contact in the event of a false alarm;   |
| <b>Retention and Disposal:</b> | Minimum of one year;   |
| <b>Retrievability:</b>         | Business name, name, incident number, address, date;   |
| <b>Access Controls:</b>        | Cabinets with restricted access;   |
| <b>Official Responsible:</b>   | Officer in Charge of Support Services<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-4767 |





## **FINGER/PALM PRINT FILE**

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Identification Branch (Support Services Section);   |
| <b>Legal Authority:</b>        | Identification of Criminals Act, R.S.C. 1970, c. 1-1, s.2   |
| <b>Information Maintained:</b> | Finger/palm print, name, date of birth, fingerprint section number, offence(s) for which the individual is charged;   |
| <b>Uses:</b>                   | Investigate offences under the laws of Canada and Ontario; use in prosecutions resulting from investigations; detection and prevention of crime; provide positive identification of a person; policing, law enforcement and administration generally; |
| <b>Users:</b>                  | HWRP Service members, law enforcement agencies, courts and other agencies involved in the administration of justice;  |
| <b>Individuals in Banks:</b>   | Individuals charged with an indictable offence;   |
| <b>Retention and Disposal:</b> | Adults - permanent until file closed or purged, then destroyed<br>Young Offenders - as per Young Offenders Act;   |
| <b>Retrievability:</b>         | Palm - surname; Finger - fingerprint classification;  |
| <b>Access Controls:</b>        | Cabinets with restricted access;  |
| <b>Official Responsible:</b>   | Identification Branch Supervisor<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-4908   |



## **FIREARMS PERMITS, ACQUISITION CERTIFICATES AND REGISTRATION**

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Firearms Branch (Records Section);  |
| <b>Legal Authority:</b>        | Criminal Code, R.S.C. 1970, c. 34, s. 106, 107, 108;  |
| <b>Information Maintained:</b> | Name, address, date of birth, sex, applications to carry/transport/convey restricted weapons, firearms acquisition certificate application, documentation or refusals, referral hearings and revocation of certificates and permits, investigation and incident reports, general correspondence - service firearms issued to sworn service members; |
| <b>Uses:</b>                   | Administer and enforce federal firearms central legislation;  |
| <b>Users:</b>                  | Firearms Branch staff, HWRP Service members, RCMP members, Ontario Provincial Police Firearm Registration Branch members, law enforcement and investigative agencies, Chief Provincial Firearms Officer;  |
| <b>Individuals in Bank:</b>    | Individuals registering restricted weapons, applying for or issued a firearms acquisition certificate or permit to carry/convey/transport restricted weapons, who have had permits or certificates revoked or who have been prohibited from possessing firearms;  |
| <b>Retention and Disposal:</b> | Minimum of one year after last use;   |
| <b>Retrievability:</b>         | Surname, weapons serial number, FAC number;   |
| <b>Access Controls:</b>        | Cabinets with restricted access;  |
| <b>Official Responsible:</b>   | Firearms Branch Supervisor<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-4978   |



## INVESTIGATIVE CASE RECORDS

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Records Branch;  |
| <b>Legal Authority:</b>        | Police Services Act, R.S.O. 1990, s.42 and Highway Traffic Act, R.S.O. 1990, c. 198, s. 173;   |
| <b>Information Maintained:</b> | Name, address, date of birth, investigation, incident and motor vehicle accident reports, statements, exhibit reports, copies of court documents, court briefs and in some cases criminal records, also Constable records and officers' notes; |
| <b>Uses:</b>                   | Investigate and prosecute offences under the laws of Canada and Ontario and municipal by-laws; detection and prevention of crime and the administration of justice generally;  |
| <b>Users:</b>                  | Service members, law enforcement agencies, courts, other agencies involved in the administration of justice;   |
| <b>Individuals in Bank:</b>    | Individuals involved in investigations under the Criminal Code, provincial statutes, municipal by-laws or who were involved in motor vehicle accidents;  |
| <b>Retention and Disposal:</b> | One to twenty-five years;  |
| <b>Retrievability:</b>         | Surname, occurrence number, criminal record number;  |
| <b>Access Controls:</b>        | Cabinets with restricted access, computer password;  |
| <b>Official Responsible:</b>   | Records Section Supervisor<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-4767  |





## **TRAINING COURSES**

|                                |   |
|--------------------------------|---|
| <b>Location:</b>               | Human Resources;  |
| <b>Legal Authority:</b>        | Police Services Act, R.S.O. 1990;   |
| <b>Information Maintained:</b> | Name, badge number, courses or programs attended, may also contain assessments, examination results and other performance measures, records of achievement and related documents; |
| <b>Uses:</b>                   | Record of training received;  |
| <b>Individuals in Bank:</b>    | Members who have attended in a training course or program administered or supported by the H.W.R.P.;  |
| <b>Retention and Disposal:</b> | Minimum of one year;  |
| <b>Retrievability:</b>         | Name;   |
| <b>Access Controls:</b>        | Cabinets with restricted access;  |
| <b>Official Responsible:</b>   | Human Resources Supervisor<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-3866                                     |

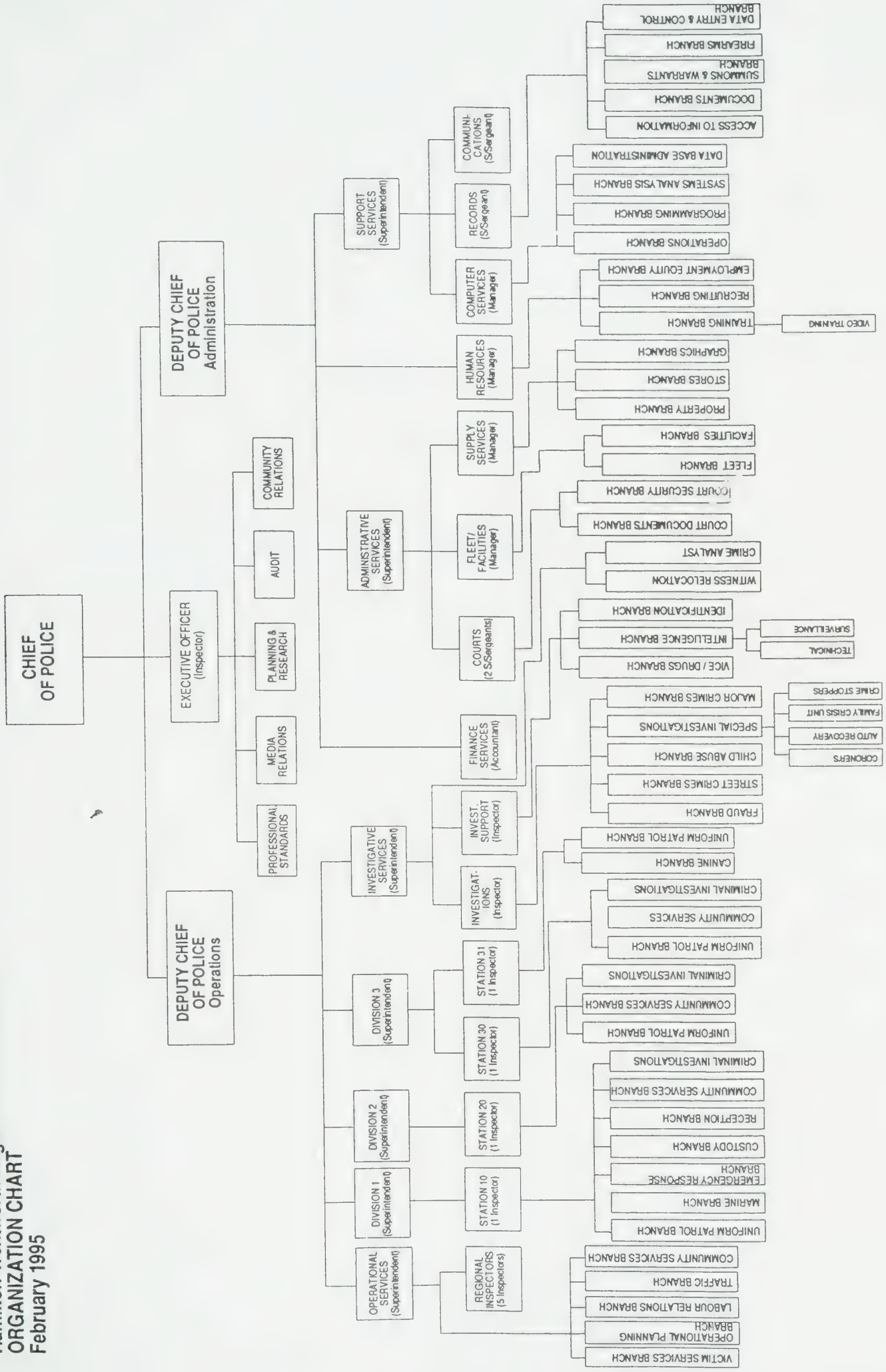


## WANDERING PATIENT REGISTRY

|                                |  |
|--------------------------------|--|
| <b>Location:</b>               | Records Branch;  |
| <b>Legal Authority:</b>        | Police Services Act, R.S.O. 1990, s.42;  |
| <b>Information Maintained:</b> | Name, address, date of birth, sex, physical description, photograph, doctor's information, next-of-kin information, waiver, details concerning medical habits - example, Alzheimers; |
| <b>Uses:</b>                   | To identify and return lost or wandering persons to their residence and to the caregiver;  |
| <b>Individuals in Bank:</b>    | Patients prone to wandering, next-of-kin, patient's doctor;  |
| <b>Retention and Disposal:</b> | Life of patient;   |
| <b>Retrievability:</b>         | Occurrence number;   |
| <b>Access Controls:</b>        | Cabinets with restricted access;   |
| <b>Official Responsible:</b>   | Records Supervisor<br>Hamilton-Wentworth Regional Police<br>P.O. Box 1060, L.C.D. 1<br>Hamilton, Ontario<br>L8N 4C1<br>(905) 546-4767  |









## **ACCESS**

Access requests may be forwarded to the address below, or submitted to the Branch office located at 155 King William Street, Hamilton, first floor (Records Office).

Chief of Police  
Hamilton-Wentworth Regional Police  
P.O. Box 1060, L.C.D. 1  
HAMILTON, Ontario  
L8N 4C1  
Telephone: (416) 546-4727

ATTN: Coordinator  
Freedom of Information Branch









HAMILTON PUBLIC LIBRARY



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